

Hillsboro Middle School



Chromebook Handbook

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1. GENERAL INFORMATION

Chromebook Purpose:

As a building, we are fortunate enough that our students have access to Chromebooks at a 1:1 ratio. With that being said, the purpose of the Chromebook is to enhance the learning process, while cutting down on paper, time, and add to overall efficiency.

- Chromebooks should be used as a tool in the classroom, just as a pencil, paper, or textbook would be.
- Students are **not allowed** to use their own personal devices at school unless otherwise directed by a teacher or administrator.

Hillsboro City Schools is supplying students with a Chromebook device. The device is property of Hillsboro City Schools. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking, or high-end computing. It is a tool used to enhance learning processes and help inform students better.

Google Apps for Education is a suite of products which includes Gmail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that allows students to create different kinds of online documents, collaborate in real time with other people, and store documents, as well as other files in the cloud.

Chromebook Check-in/Returns:

- Chromebooks will be distributed as needed during the school year.
- Chromebooks will be labeled in a manner specified by the district and those labels should not be altered or covered in any manner.
- Parents & students **must** sign and return all of the following before a chromebook will be issued to a student:
 - Chromebook Loan Agreement
 - Acceptable Use Policy
- Chromebooks must be returned as specified at checkout or prior to the end of the school year at the direction of the district and buildings.
- Chromebooks, chargers, and cases provided by the district must be returned in good working condition. Should any of the equipment be damaged, the student may be charged in accordance to the Chromebook Damage/Replacement Chart towards the end of this handbook..
- Students, who graduate early, transfer to another district, withdraw, or for any reason are no longer enrolled and attending Hillsboro City Schools, must return their Chromebook, charger, and case immediately to their building. Failure to return the Chromebook and the accessories will result in a theft report being filed with the proper authorities..
- New students will have a device issued to them after meeting with the building principal/assistant principal.

Damage/Loss/Theft/Returns:

- If at any point during the school year there is damage, loss, or theft of a Chromebook (or any accessories), the student must report the incident to his/her teacher or the High School Office who will contact the Technology Department. All reports will be investigated and addressed on a case by case basis and damages assessed will follow the Hillsboro Chromebook Damage/Replacement Chart.

- If a device is stolen, a report of the theft must be reported to the building principal. The student and parent **must** file a police report with the proper police authorities and a copy of the report must be provided to the school. Hillsboro City Schools will assist the authorities in an attempt to recover the device.
- Deliberate damage will be referred to the building principal and will be handled per the student handbook as damage to school property. Missing keys will always be considered deliberate/malicious and not covered by the school. No replacement Chromebook will be issued until all replacement/repair costs are paid.

2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook issued by the school.

Chromebooks that are broken or fail to work properly must be reported as soon as possible.

General Precautions:

- The Chromebook is school property. All users must follow the guidelines contained in this manual and the Student Acceptable Use Policy for technology.
- Chromebooks should never be left in an unsupervised area, unlocked car, or locker. Students should take care to always keep their Chromebook secured when not in their possession.
- Chromebooks, like any device, are sensitive to extreme heat and cold. Students should not leave their device in cars or direct sunlight.
- Do not stack books or other heavy materials on top of the Chromebook, as that could damage the screen or keyboard. This includes not leaning on the Chromebook.
- Keep food and drinks away from the Chromebook.

- **Carefully** plug cables and accessories into the Chromebook. Do not force cables.

Carrying the Chromebook:

- Chromebooks should never be carried by the screen or while opened.

Screen Care:

- Do not lean on the top of the Chromebook when closed.
- Do not put any books or other heavy objects on top of the Chromebook when closed.
- Clean the screen with a soft, dry cloth or anti-static cloth. No cleansers of any type should be used. If in doubt, check with your teacher or a member of the Technology Department.
- Do not carry the Chromebook by the screen.

Security Reminders:

- Students should not share logins or passwords with anyone, except their parents/guardians.
- Students must follow internet safety guidelines and school rules and policy.
- Students should understand that the Chromebooks and network are filtered and monitored.

3. USING YOUR CHROMEBOOK AT SCHOOL AND HOME

Chromebooks are intended for use at school each day, however there may be days that they are used more than others. Students should bring their Chromebooks, fully charged, each day unless instructed by their teachers or building principal not to do so. ***The Chromebook is the property of the school, and the school has the right to search the Chromebook at any time.***

Chromebooks Left at Home:

- If a student leaves their Chromebook at home, they may check out a loaner Chromebook from the library for the day. Please keep in mind, the number of loaner Chromebooks is limited and there might not be a Chromebook available. Students are still responsible for getting their class work completed. The loaner device must be returned to the Library at the end of the day before they go home. Failure to return the Chromebook, at the end of the day, may result in disciplinary action, or be consider theft
- (resulting in a \$200 replacement charge).
- If a student continues to have issues with not bringing their Chromebook, they will be referred to the building principal.

Chromebooks Undergoing Repair:

- Replacement Chromebooks may be issued while a student is having their Chromebook repaired. Please note there are a limited number of spares, so there may be a delay in getting one.
- Replacement Chromebooks will not be issued for use until all fines for damage have been paid if applicable.

Charging Your Chromebook's Battery:

- Chromebooks must be brought to school each day fully charged. Students should *charge their Chromebook at home if/when authorized to take the machine off campus.*
- Violations will be treated the same as if the student left the Chromebook at home.
- Using one of the chargers in a teacher's classroom is up to the sole discretion of that teacher.

Photos/themes/pictures:

- No pictures or themes that depict pornographic material, inappropriate language, alcohol, drugs, weapons, or gang related material is permitted on the device. Disciplinary action may occur if this is not followed.

- All files should be stored in your google drive account and not on the local hard drive of the Chromebook, other than required remote learning activities approved by your teachers. Google has provided unlimited space free of charge in your Google drive account.

Sound/Apps:

- Sound must be muted at all times in classrooms unless directed by the teacher for instructional purposes.
- Students are to provide their own earbuds or headphones.
- When using a Chromebook in a common area (media center, classroom, tiered room, etc), headphones or earbuds should be used if you are needing to use sound.
- Only approved apps should be installed. Approved apps will be made available on the District's Chrome Web store.

Printing:

- Students are encouraged to digitally publish and share their work with their teachers and peers when appropriate. Printers are not available to students.

Webcams:

- School Use - Webcams are to be used for educational purposes only.
- Home Use - Webcams may be used at home only with the permission and supervision from parents/guardians.
- For general safety, it is recommended that a piece of black electrical tape be placed over the camera when not in use.
- Hillsboro City Schools does NOT have the ability to remotely access the webcams.

Home Access:

- Students are permitted and encouraged to add their school issued Chromebook to their home WiFi network. This will allow the student to access their stored documents and information, email, ProgressBook, etc and complete assignments.
- Internet access on all school provided Chromebooks will be filtered through the District's

Internet filtering system, but parents should monitor home access. If a student or parent sees something that isn't being filtered that should be, they are to contact the technology department at admin@hillsboro-indians.org and provide the URL that needs reviewed as soon as possible. Hillsboro City Schools is committed to being CIPA (Child Internet Protection Act) compliant at all times.

- Students that do not have WiFi access at home, can use a public WiFi location, such as the Hillsboro Public Library, school parking lot, or many of the local Hillsboro restaurants. When using a public connection, students are cautioned not to do any online shopping or banking because you are using an unsecure connection.
- Some applications can be used without an internet connection, but for full functionality a WiFi connection is needed.
- Students are not permitted to share their Chromebook with other siblings. This device is to be used solely by the student to whom it is issued.

Issues with your Chromebook:

- Chromebooks are fast and very reliable, but if a student experiences an issue, they should inform a teacher or the High School Office. The staff member will attempt to resolve the issue or it will be referred to the Technology Department.
- Hillsboro City Schools cannot troubleshoot home network issues. If the Chromebook works at school, but not at home, you might try using a public location to see if the problem persists.

Updates/Virus Protection:

- Updates - Chromebooks use the Chrome Operating System, which updates itself automatically. Students do not need to manually update their Chromebook. If there is an arrow pointing up in the bottom right hand corner, it just means the Chromebook needs to be rebooted to complete the update.
- Virus Protection - Chromebooks provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is NO need for additional virus protection. If this ever changes, Hillsboro City Schools will keep students and their parents informed.

Hillsboro Chromebook Damage/Replacement Chart

No Insurance
Replacing screen: \$75
Replacing keyboard/touchpad (due to malfunction): \$85
Missing keys (always considered deliberate) \$85
Replacing case: \$25
Charger: \$ 30
Other parts not listed: Cost of part
Total Chromebook replacement: \$200

**Hillsboro City Schools
District Chromebook
Loan Agreement**

My student is being loaned the following from Hillsboro City Schools: one Chromebook, case, and charger which are in good working order. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all times remains, the Property of the Hillsboro City School District and is herewith loaned to the student for educational purposes only for the academic school year. Identification labels have been placed on the Chromebook. These labels are not to be removed or modified.

STUDENT AGREEMENT:

- I will follow the expectations outlined in the Chromebook Handbook and the Hillsboro City School District's Acceptable Use Policy (AUP) at all times.
- I agree to immediately return the Chromebook and peripherals in good working condition upon request or prior to withdrawal from the school district.
- I assume full responsibility of my issued Chromebook at all times.
- I acknowledge that the Chromebook Handbook is to be used as a guide and does not attempt to address every required or prohibited behavior by its users.
- I have received a copy of the Chromebook Handbook and agree to abide by it.

By signing the Hillsboro City School's District's Chromebook Student Agreement, the student agrees to the above terms.

Printed Student Name: _____

Grade: _____

Student Signature: _____

Date: _____

PARENT / GUARDIAN AGREEMENT

- I will be responsible for the Chromebook repair or replacement costs as specified in the Chromebook Handbook or the Protection Plan Agreement.
 - I acknowledge that my child and I are to follow the expectations in the Chromebook Handbook and the Hillsboro City School District’s Acceptable Use Policy (AUP) and that a violation of these guidelines could result in my child facing disciplinary action.
 - I will be responsible for monitoring my student’s use of the internet when he/she is not at school.
 - I agree to immediately return the Chromebook and peripherals in good working condition upon request or prior to my child’s withdrawal from the school district.
 - I acknowledge that the Chromebook handbook is to be used as a guide and does not attempt to address every required or prohibited behavior by its users.
- I.

By signing the Hillsboro City School District’s Chromebook Loan Agreement, the parent agrees to the above terms.

Printed Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____